


Directions for Matching your Existing CITI Account to Your GT Single Sign On Account (RCR Users)

If you already have a CITI account, matching the account to your Georgia Tech credentials will help ensure that your CITI course completions are properly logged in Georgia Tech's systems. If you have only accessed CITI through Georgia Tech's Single Sign On (SSO) link, you are probably already matched. However, if you have accessed the CITI Program site without using the SSO feature, if you have a CITI account through another institution, or if you have multiple CITI accounts, your account(s) may not be properly matched. Follow the matching instructions below:

- 1) **(IMPORTANT: For security reasons, before clicking the green "button", be sure to close all browser windows and tabs and then reopen your browser. Otherwise you may not get proper credit for your CITI courses.)** On the RCR Online Training screen (www.rcr.gatech.edu/online-training) click the green "Begin CITI RCR Training" button:



- 2) You will be taken to the CAS Login Screen where you will enter your GT Account and Password (if you don't see this screen, follow the instructions in red above):

Georgia Tech  **Georgia Tech Login Service**

Enter your GT Account and Password
Login requested by: idp.gatech.edu

GT Account:

Password:

Warn me before logging me into other sites.

LOGIN clear

ATTENTION: When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

TERMS OF USE
This computer system is the property of Georgia Tech and is available for authorized use only, in accordance with the Computer & Network Usage and Security Policy (CNUSP). Users should have no expectation of privacy, as any and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site(s) and/or law enforcement personnel in order to meet administrative and/or legal obligations.
By using this system, I acknowledge and consent to these terms.

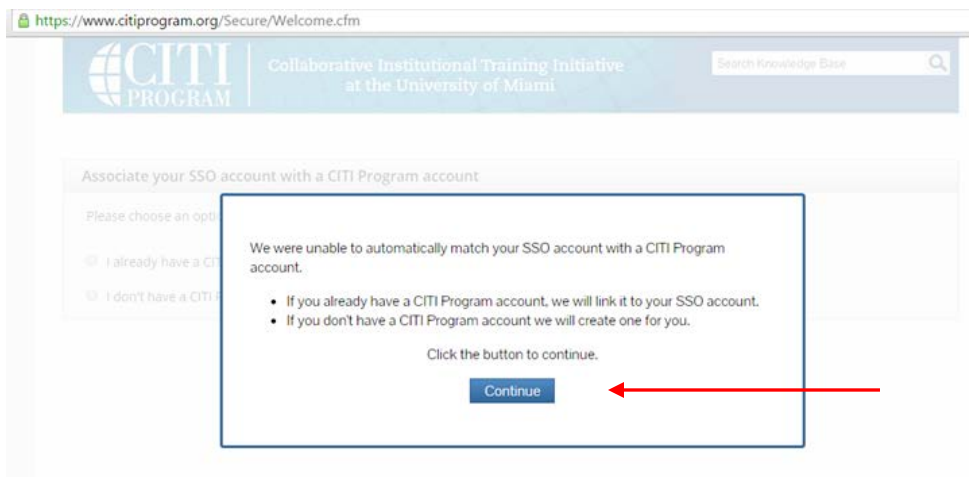
[I don't know my GT Account](#)
[I don't know my password](#)
[My correct username and password aren't working](#)

- 3) If CITI is able to automatically match your existing CITI account to your Georgia Tech credentials, you will be brought immediately to your CITI main screen – you will see your name in the upper right hand corner (the screen shown below is for example only – what you see may not appear exactly like this).

YOUR ACCOUNTS ARE MATCHED! Skip to step 8.



- 4) If CITI is NOT able to automatically match your SSO account with your existing account, you will see the following screen instead. Click "Continue".



- 5) Select the option to indicate "I already have a CITI Program account."



- 6) You will then be asked to link your existing CITI Program account to your GT SSO account by logging in to your CITI account with the CITI Username and Password that you used when you created your existing CITI account. (If you have forgotten your CITI account username or password, select that option to retrieve your username and/or password):

Enter your existing CITI username and password or request to retrieve it if you've forgotten it.

- 7) Once your accounts are linked, you should see your CITI account screen. The matching process is complete!



- 8) You can now log out of CITI, or you can continue with the CITI site - adding the course you need to complete or continuing your work on courses that you have already started. (If you completed a course at another institution, only the modules with the same ID number will transfer over; you will need to complete any additional modules that Georgia Tech requires.)
- 9) **ONE FINAL IMPORTANT STEP:** Check that all of your CITI course completions are in your GT CITI SSO Account. If they are not, you may have additional unmatched CITI accounts. In order to have all of your CITI course completions recorded in Georgia Tech's systems, your other CITI account(s) will need to be merged into your GT SSO CITI Account. Contact judy (dot) willis (at) gatech (dot) edu for assistance with CITI account merging.